



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

THERAPY PROGRAM ASSISTANT

Job Number: 20000963

Job Code: 41250V000101

Job Group: 4100 - AUXILIARY AND MEDICAL THERAPY

Job Established: 06/16/1982

Job Revised: 02/24/2006

Grade: 08 Salary (MIN - MID):

\$10,204-\$13,517 - Hourly

\$1,658.16-\$2,196.52 - 37.5 Hr. Monthly Salary

\$1,768.70-\$2,342.96 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 9 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Performs para professional work in implementing specific treatment or intake services developed and administered by professionals in a physical, occupational, recreational, educational and/or psychiatric therapy field; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

High school graduate.

EXPERIENCE:

Must have two years of therapeutic or patient care experience.

Substitute EDUCATION for EXPERIENCE:

College will substitute for the required experience on a year-for-year basis.

Substitute EXPERIENCE for EDUCATION:

NONE

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

NONE

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Provides program services within the Admissions Office to patients, client, families and staff. Initiates intake services. Orients individuals to hospital routine, rules, and procedures. Conducts individual and group therapy sessions in accordance with individual treatment plans (ITP) designed and administered by a qualified therapist. Attends patient staffing and program review meetings to provide input on specific patients. Documents patient participation and progress under ITP. Coordinates sub professional nursing staff participation in patient therapy. Keeps required records and develops normal operating reports as required by the specific program. Assures compliance by residents and staff with agency and facility policies and procedures. Assures that assigned therapy area is maintained in a neat orderly fashion. Attends training sessions and reads appropriate literature to maintain skills. Assists in planning specialized activities such as Special Olympics. Maintains constant awareness of patient safety. Assists in conducting initial patient evaluations. Interacts with patients and documents problems patient identifies. Assures that patient's daily needs in terms of hygiene, food, linen, etc. are met.

UNIQUE PHYSICAL REQUIREMENTS:

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Typically works in a mental health facility. May be exposed to dangers associated with hospital work.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.